



Mission Nurse (RN and LPN)

Classification:	Full time, Hourly non-exempt
Reports to:	Team Lead
Effective Date:	March 2026

Summary of the Role

The MTM Mission Nurse will report to the MTM Nursing Team Lead.

The role of the Mission Nurse will devote:

- 50% of time providing essential healthcare services to guests in response to medical calls within the Mel Trotter Mission located at 225 Commerce Ave SW and its surrounding downtown properties.
- 50% of time in researching and securing housing for medically complex/fragile guests and unhoused neighbors working with the MTM Outreach Team.

This role involves providing direct medical care, health education, and advocacy in a supportive, trauma-informed environment. This role is a key member of a shelter-wide multidisciplinary team. The Mission Nurse offers medical support while promoting dignity and respect for individuals experiencing homelessness.

Mel Trotter Ministerial Responsibilities

This position is considered a ministerial role within Mel Trotter Ministries and exists to advance the Christian mission and spiritual objectives of the organization. In addition to professional duties, the individual in this role is expected to support and model the faith-based values, beliefs, and standards of conduct of the ministry.

The person serving in this role is called to carry out responsibilities as an expression of Christian service and stewardship, contributing to the spiritual climate, unity, and witness of the organization. All duties are performed in alignment with the mission, vision, values and Christ-centered culture of Mel Trotter Ministries.

The employee is expected to demonstrate Christ-like character, integrity, dignity, compassion, and servant leadership in all interactions with guests, staff, volunteers, donors, and community partners.

Job Plan

- Provide primary healthcare services, including assessments, treatments, and emergency care
- Administer medications, manage chronic conditions, and perform wound care
- Conduct regular health screenings and risk assessments for shelter residents
- Offer health education on topics such as hygiene, nutrition, substance use, and mental health
- Assist with referrals to external healthcare providers, specialists, and community health resources
- Develop care plans for individuals with ongoing medical needs or chronic conditions
- Offer support in coordinating care for individuals in crisis, including urgent medical interventions
- Work closely with social workers, case managers, and shelter staff to ensure a holistic approach to care

- Monitor mental health and substance use issues, providing appropriate referrals and support
- Maintain accurate health records and ensure confidentiality according to legal and ethical standards
- Demonstrate knowledge of the applicable state professional practice guidelines for licensed practical or registered professional nurses.
- Address the medical and behavioral health needs of emergency shelter and program guests using critical reasoning skills and ethical judgment.
- Respond to medical and behavioral health emergencies in the mission and summon EMS when appropriate.
- Ensure confidentiality of patient health information in adherence to HIPAA standards and regulations.
- Perform nursing assessments, offer first aid, assist with dressing changes, and administer other treatments by the nursing scope of practice.
- Assist guests with health education, disease prevention, medication management, and self-management of chronic conditions.
- Develop and maintain a plan of care for medically complex guests.
- Collaborate with the onsite medical clinic team with care coordination, referral, and follow-up.
- Distribute over-the-counter medications for self-administration as indicated.
- Educate guests on available community and support services.
- Document guest encounters in case management software and electronic health record.
- Advocate on behalf of the guest through collaboration with intake specialists and case management teams and outside agencies.
- Assist the Human Resources team with pre-employment screenings and annual flu vaccine clinics.
- Support the RN team lead with data collection and data entry, and quality improvement activities

Qualifications

- Registered Nurse (RN) or Licensed Practical Nurse (LPN) license in good standing in the State of Michigan
- Minimum of 2–3 years of nursing experience, with a focus on community health, public health, or working with marginalized populations
- Strong understanding of mental health and substance use issues, particularly in vulnerable populations
- Ability to work independently and in collaboration with a shelter-wide multidisciplinary team
- Compassionate, non-judgmental, and respectful approach to patient care
- Strong problem-solving, communication, and interpersonal skills
- Proficiency with medical documentation and electronic health records (EMR)

Working Conditions

- Regular standing, walking, climbing, crouching, bending, pushing, or pulling
- Understand, speak, read, and write fluent English
- Ability to communicate verbally and to accurately hear, with hearing corrections
- Ability to see 20/20, with vision correction
- Able to lift up to 20 pounds regularly
- Able to use fine motor hand functions

Signatures

This job description has been approved by Mel Trotter Ministries.

Vicki Harris, SVP of People & Culture

Date

Employee signature below indicates the employee's understanding of the duties and requirements of the position and agreement to perform them to the best of their ability.

I acknowledge that I have read and understand the above job description in its entirety and can perform all of the stated requirements.

Employee Name & Signature

Date